

Computer/Laptop OverDrive Instructions

Things to know:

- You may check out **5** books at a time.
- Books check out for **14** days. You may return books early.
- You may put **3** books on hold by entering your email by **Place a Hold**.
- You may **renew** items within the last 3 days of the checkout period as long as there are no holds on the item.
- **No overdue fees.** Books check in automatically on due date.
- **Your account must be current and in good standing.** If your account is blocked, please call circulation desk at 903-237-1351

Is our OverDrive catalog missing an author, title, or series? Make a **recommendation** on the OverDrive site.

If you need help with OverDrive, please contact Elissa Breitenstein with your question(s) or to set up an appointment at:

Phone: 903-237-1288

Email: ebreitenstein@longview.lib.tx.us

You may check out **Kindle & EPUB** eBooks and **MP3 & WMA** eAudiobooks

To use OverDrive on your computer, you will need to download free software according to the type of eBook you wish to borrow.

The free software you may download includes:

1. **OverDrive Media Console** to listen to audiobooks in **MP3 & WMA** formats.
2. **Adobe Digital Editions** to read **EPUB** format books.
3. **Kindle** app to read Kindle format books.



Browse for books:

MP3 and WMA eAudiobooks

EPUB

Kindle

To set up OverDrive Media Console on your computer for eAudiobooks:

1) Go to the Longview Public Library webpage at <http://library.longviewtexas.gov/> and click the OverDrive icon box on the right side of the page.



Help
Software

2) On the bottom left side of the OverDrive page, click on the **Software** link.

3) In the box that appears, click **OverDrive Media Console**.



OverDrive Media Console
For Audiobooks

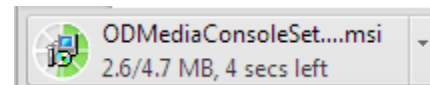
4) Click the tab with your system name:

Windows, or **Mac**. Click **Windows**. You will find the green box for **Windows 8** after you

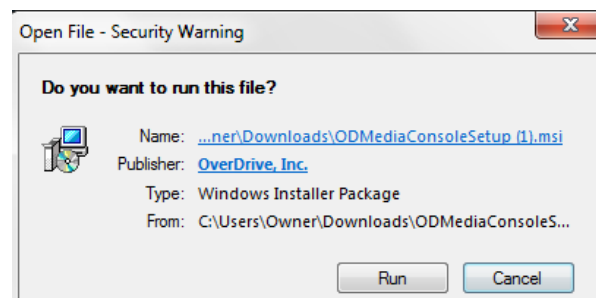


Click **Download Now**.

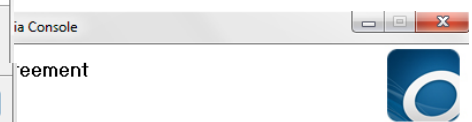
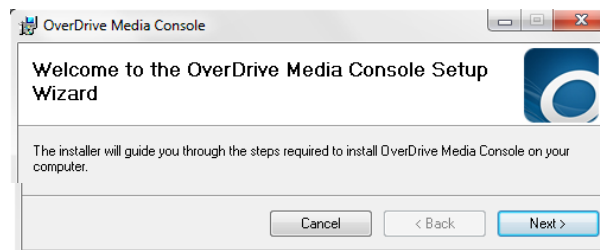
4) A download window will appear. It may look different depending on your operating system. You may need to click on the download box to open the file.



5) Click **Run** when prompted.



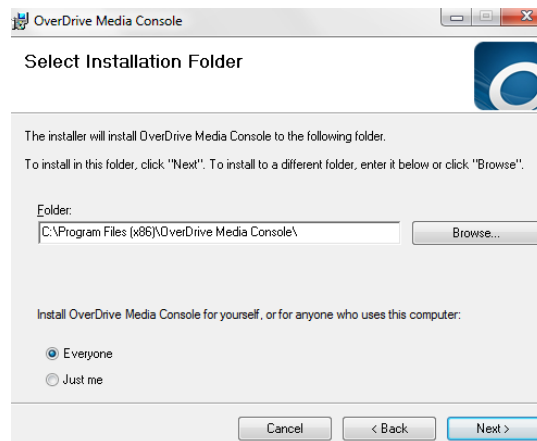
6) Click **Next**.



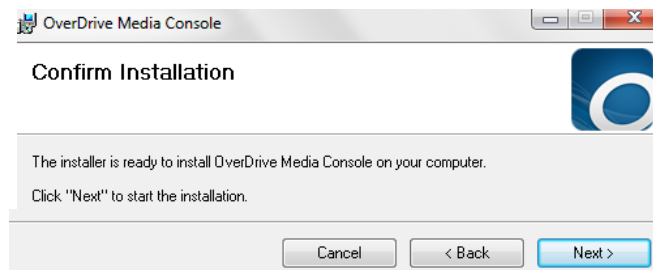
7) Click the button next to **I agree**. Click **Next**.



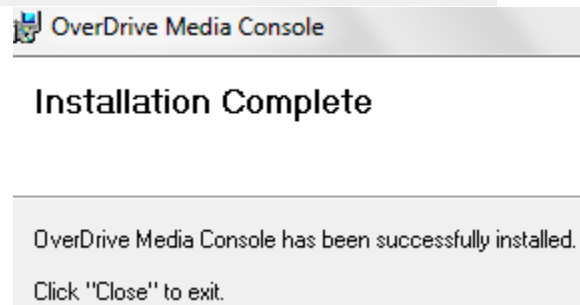
8) Click **Next** on the Installation box that appears.



9) Click **Next** on the Confirm Installation page.



10) The program will install. Click **Yes** when asked for permission to install program.



12) Click the icon on your Desktop to open the program. You may now choose eAudiobooks from the Library's OverDrive page. Both **MP3** and **WMA** formats will open in the OverDrive Media Console.



To browse for MP3 and WMA audiobooks

1) Go to the Longview Public Library webpage at <http://library.longviewtexas.gov/> . Click on the **OverDrive** icon box on the right side of the page.

2) Click **Sign In** on the top right hand side of page.



3) Click the triangle to [select library]. Select **Longview Public Library**.

Library:

4) Enter your **entire library card number** (without any spaces) and password then click Sign In. (You must have an up-to-date library card with no fines to check-out.)

Longview Public Library
(If this is not your library, please [go back](#) and select again)

Library card number

PIN

My Account

Select from the following

[My Cart](#) - Di
[Lending Periods](#) - Si
fo
[My Checkouts](#) - Di
[My Waiting List](#) - Di
[Wish List](#) - Di
[Rated Titles](#) - Di

5) The **My Account** page will open.

6) To search for a book, you may enter an author, title, or series name in the Quick Search box on the left.

powered by
OverDrive

Quick Search

all

☐ Library Collection
☒ Available Now
☐ Additional Titles

[Advanced search...](#)

Enter author or title or series name


Check this button to show only available titles

7) You can also do an advanced search to find all available **MP3** or **WMA** eAudiobooks

Title: *
 Creator:
 Keyword:
 ISBN:
 Format: OverDrive MP3 Audiobook
 Publisher: All publishers
 Subject: All subjects
 Awards: All awards
 Date added to site:
 Results per page: 10
 Display: ☐ Library Collection ☒ Available Now ☐ Additional Titles
 Search

Put an asterisk in the Title box to find all titles.
 Select **MP3** or **WMA** Format.
 Click Available now.

8) To select a book, click **Add to My Cart**.


War Horse
 by Michael Morpurgo
 In 1914, a beautiful foal with a distinctive cross on his nose, is sent to the army and thrust into the midst of the war on the Western front. But his heart aches for Albert, the farmer's son he left...
 Available copies: 1
 Library copies: 2
 Add to Wish List
 ADD TO MY CART
 ADD TO MY CART

9) If the book you want is already checked out, you may click **Join Waiting List** and enter your email. When the book becomes available, you will be sent an email. You will have three days to check it out. You may join the waiting list for up to 3 titles.

You may click **Add to Wish List** for books you may wish to read in the future.

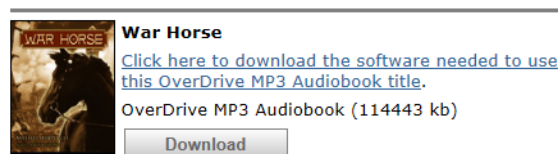
10) Click **Proceed to Checkout**. If you changed your mind, click **Remove**.

My Cart
 Please note: Titles added to your Cart will remain there for 30 minutes before they are returned to the library's collection. Please be sure to complete your checkout within this timeframe to avoid losing access to these title(s).
War Horse
 Lending period: 14 days
 OverDrive MP3 Audiobook
 Use on: PC Mac iPod MP3
 Remove
 Continue Browsing **Proceed to Checkout**

11) Click **Confirm checkout**.

Confirm check out

12) The book is now ready to download.
Click **Download**.

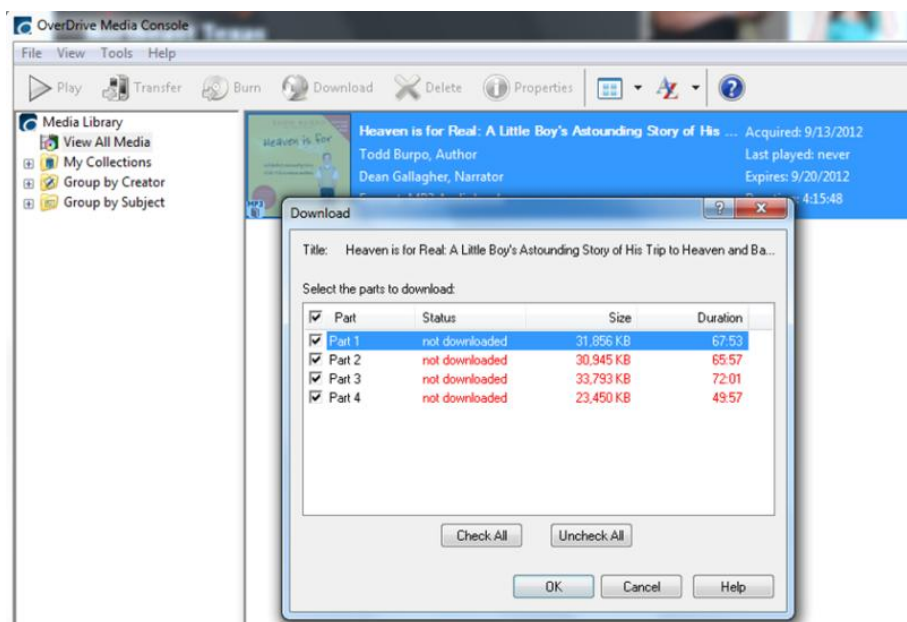


13) OverDrive Media Console will open. The program will then show you what parts need to be downloaded.

You may select only certain parts to download, if you wish, by clicking **Check All** or **Uncheck All**.

If the download gets interrupted, you may restart it at a later time.

Click **OK** to begin download.

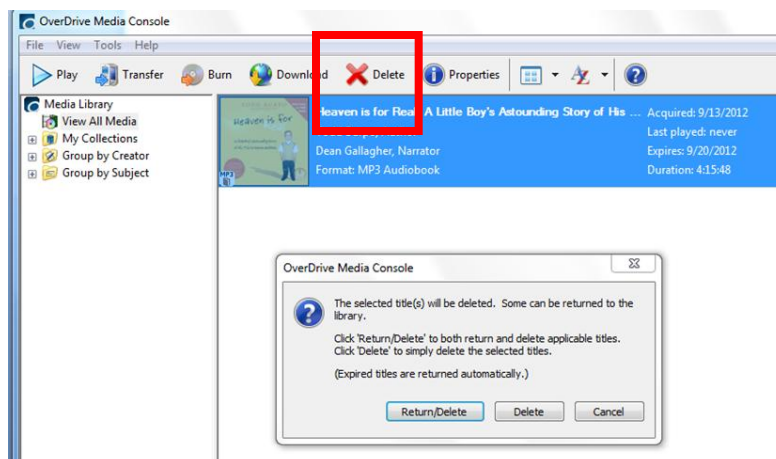


14) Once downloaded, click **Play** to begin listening to the eAudiobook.

15) You may return a book early by clicking **Delete** at the top of the program screen.

Select **Return/Delete** to check the book back in at the Library's OverDrive site and remove it from your computer.

Select **Delete** to remove the book from your computer. **Delete** will not return the book at the Library's OverDrive.

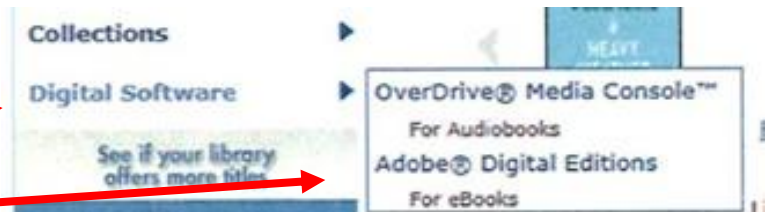


To set up Adobe Digital Editions on your computer for EPUB format eBooks

1) Go to the Longview Public Library website at <http://www.LongviewLibrary.com>
Click the white **OverDrive** icon box on the right hand side of the page. The Northeast Digital Consortium/OverDrive page will open.



2) On the left side of the OverDrive page, hover your mouse over the words **Digital Software**.



Click **Adobe Digital Editions**.

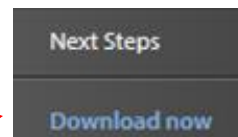
3) Click **Download Adobe Digital Editions**:

Help - Software - Adobe eBooks



[Download Adobe Digital Editions](#)

4) The Adobe website will open in another tab. Click **Download now** on the right hand side of the page.



5) Select Windows or Macintosh depending on the type of computer you have

Adobe Digital Editions 2.0 Installers


Locate your preferred platform and click on it to download Editions.

[Download Macintosh \(16.3 MB\)](#)

[Download Windows \(5.61 MB\)](#)

6) You will be asked to **Run** or Save the program. (The box may look different on your operating system.) Click **Run**.

Do you want to run or save **ADE_2.0_Installer.exe** (5.61 MB) from **download.adobe.com**?

 This type of file could harm your computer.

Run

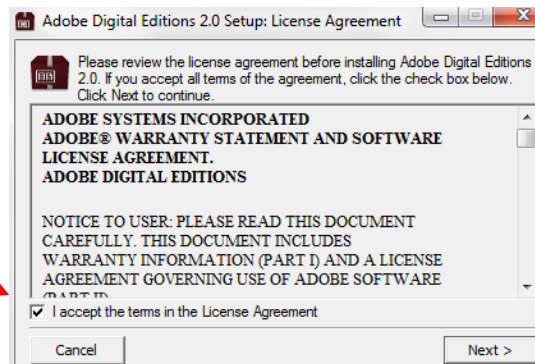
Save



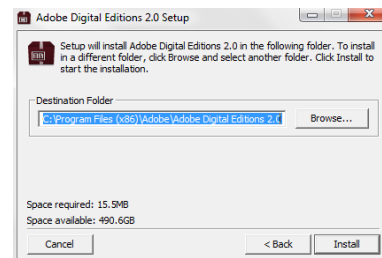
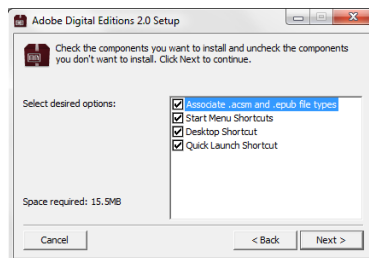
Cancel

7) Your computer may ask for you to give permission for the program to make changes to your computer. Click **Yes**.

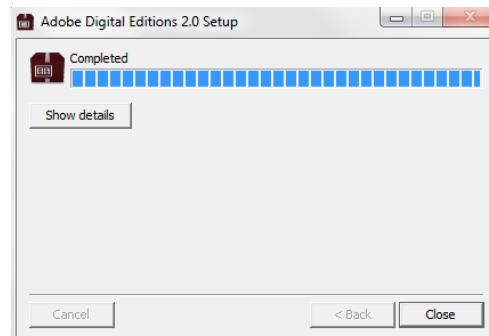
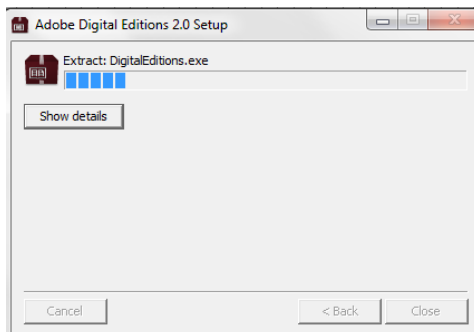
8) Click the box next to **I agree** for the Licensing Agreement. Then click **Next**.



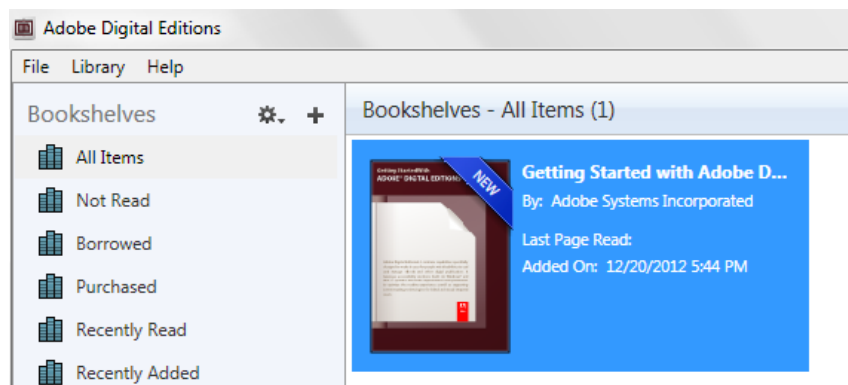
9) The next box will show you where it will install the program. Click **Next**. Then **Install**



10) Install completed. Click **Close**



11) The program will automatically open.



12) Before using the program the first time, it is recommended to Authorize your computer. Adobe Digital Editions will ask you to authorize the device. Enter your Adobe user name (email address) and password. Click **Authorize**.

If you do not already have an Adobe ID, you will need to:

Go to this web address on your computer:

<https://www.adobe.com/account/sign-in.adobedotcom.html>

Click on **Don't have an Adobe ID?**

Enter your email.
Create a password
and enter it twice.

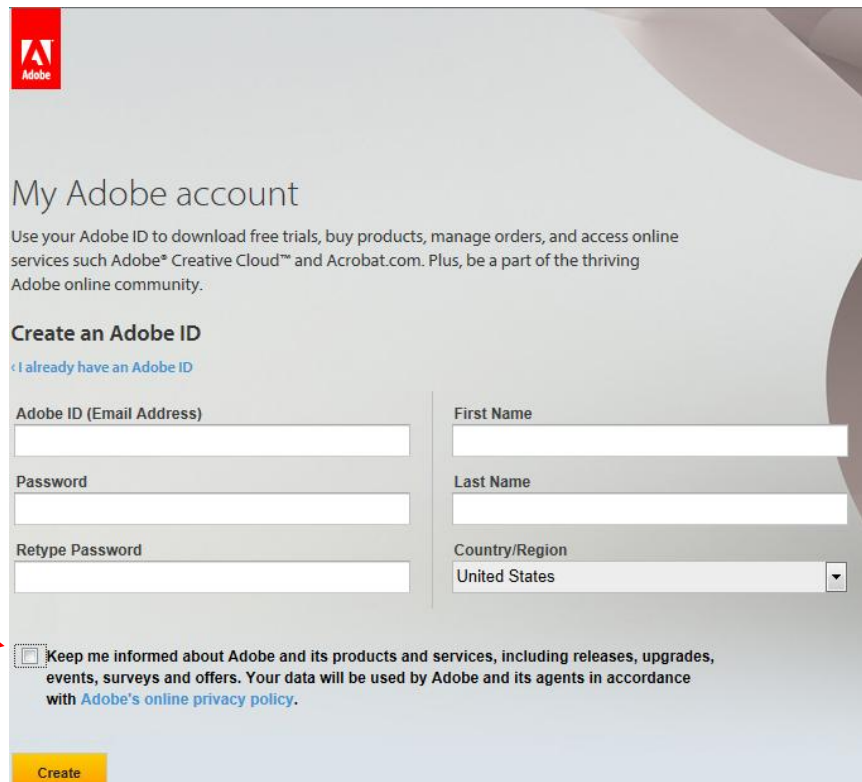
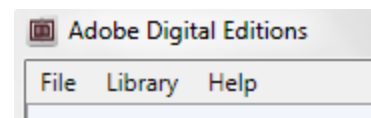
Enter your first name.
Enter your last name.

You may wish to
uncheck the box to
not receive emails
from Adobe.

Click **Create**.

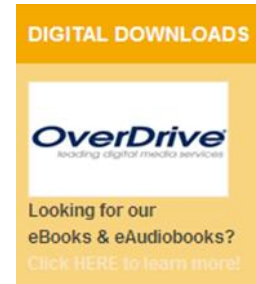
Enter the email
address you used to set up your Adobe account in Adobe Digital Editions and
click **Authorize**.

If you need to reopen the Authorize window, click
on the word Help on the top of the program's main
screen and select **Authorize Computer**.

The screenshot shows the Adobe account creation page. At the top left is the Adobe logo. The main heading is "My Adobe account" with a subtext explaining the benefits of an Adobe ID. Below this is the "Create an Adobe ID" section, which includes a link for users who already have an ID. The form contains several input fields: "Adobe ID (Email Address)", "Password", "Retype Password", "First Name", "Last Name", and a "Country/Region" dropdown menu currently set to "United States". At the bottom of the form is a checkbox labeled "Keep me informed about Adobe and its products and services, including releases, upgrades, events, surveys and offers. Your data will be used by Adobe and its agents in accordance with Adobe's online privacy policy." A red arrow points to this checkbox. A yellow "Create" button is located at the bottom left of the form area.

To browse for EPUB books:

1) Go to the Longview Public Library page, <http://www.LongviewLibrary.com>, click on the **OverDrive** icon box. The **Northeast Texas Digital Consortium** webpage will open.



2) Sign in first. Click **Login** on the top right hand side of page.



3) Click the triangle to [select library]. Select **Longview Public Library**.



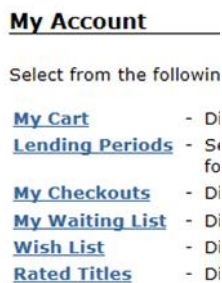
4) Enter your **entire library card number** (without any spaces) and password then click Sign In. (You must have an up-to-date library card with no fines to check-out.)

Longview Public Library
(If this is not your library, please [go back](#) and select again)

Library card number
2615000956568

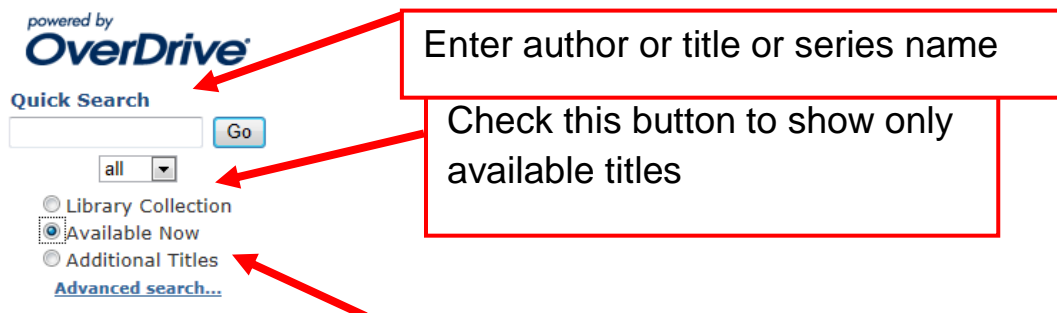
PIN
••••

[Sign In](#)



5) The **My Account** page will open.

6) To search for a book, you may enter an author, title, or series name in the Quick Search box on the left.



powered by
OverDrive

Quick Search

[Go](#)

all ▾

☐ Library Collection

☒ Available Now

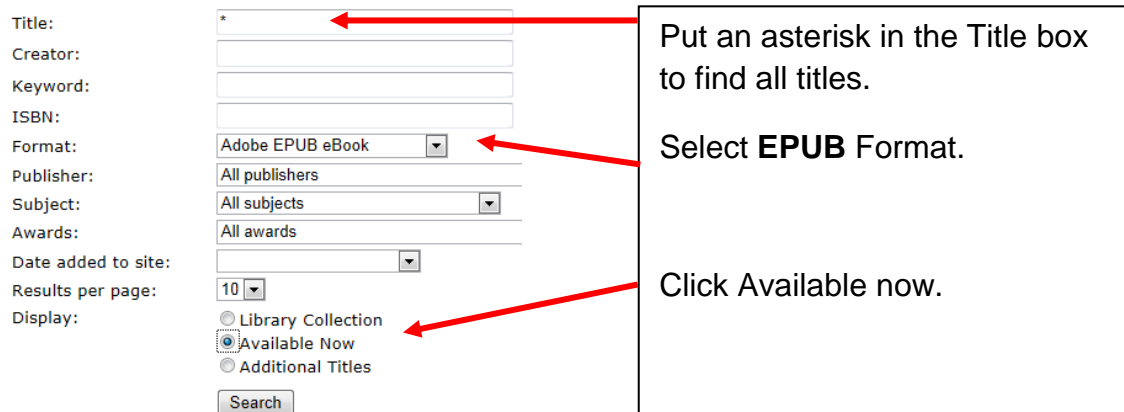
☐ Additional Titles

[Advanced search...](#)

Enter author or title or series name

Check this button to show only available titles

7) You can also do an advanced search to find all available of a particular type of ebook: **EPUB** format



The image shows an advanced search form with the following fields: Title, Creator, Keyword, ISBN, Format, Publisher, Subject, Awards, Date added to site, Results per page, and Display. The Format field is set to 'Adobe EPUB eBook'. The Display field has three radio buttons: 'Library Collection', 'Available Now' (which is selected), and 'Additional Titles'. A 'Search' button is at the bottom. A red box on the right contains three instructions with arrows pointing to the form: 'Put an asterisk in the Title box to find all titles.' (arrow to Title field), 'Select **EPUB** Format.' (arrow to Format field), and 'Click Available now.' (arrow to 'Available Now' radio button).

Title: *

Creator:

Keyword:

ISBN:

Format: Adobe EPUB eBook

Publisher: All publishers

Subject: All subjects

Awards: All awards

Date added to site:

Results per page: 10

Display: ☐ Library Collection ☒ Available Now ☐ Additional Titles

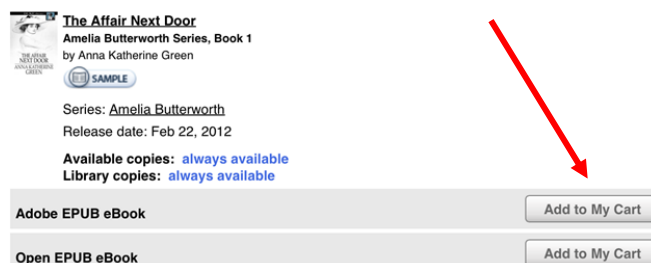
Search

Put an asterisk in the Title box to find all titles.

Select **EPUB** Format.

Click Available now.

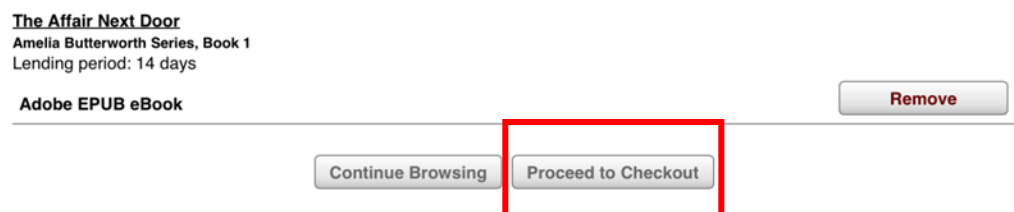
8) To select a book, tap **Add to My Cart**.



9) If the book you want is already checked out, you may click **Join Waiting List** and enter your email. When the book becomes available, you will be sent an email. You will have three days to check it out. You may join the waiting list for up to 3 titles.

You may tap “Add to Wish List” for books you may wish to read in the future.

10) Tap **Proceed to Checkout**. If you changed your mind, tap **Remove**.



11) Tap **Confirm checkout**.

Confirm check out

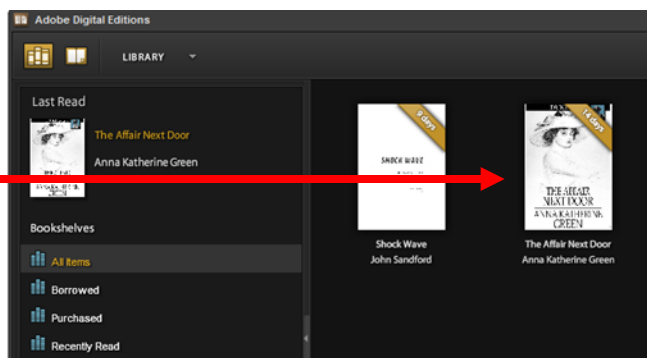
12) The book is now ready to download. Tap **Download**.

Adobe EPUB eBook (400 kb)

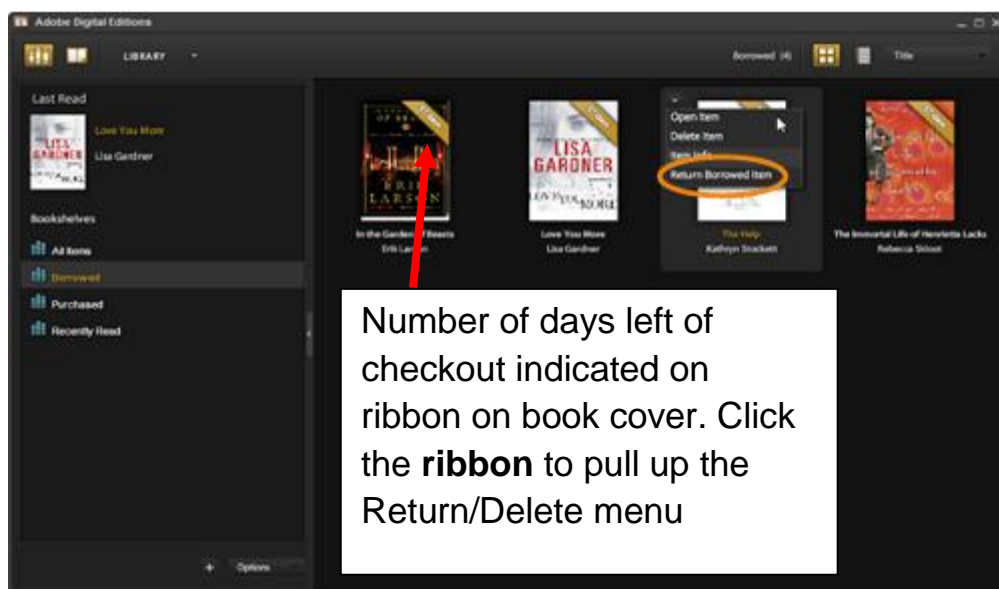
Download

13) The Adobe Digital Editions program will open and the book will appear in the Library.

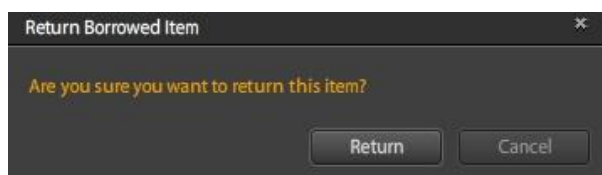
Click on the cover icon to open and begin reading your book.



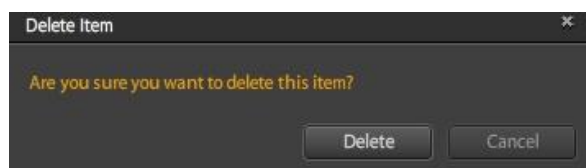
14) To return a book early, in your Adobe Digital Editions Library, click on the **ribbon** on the upper right of the ebook cover icon.



Click **Return** to check the book back in at OverDrive. The program will ask you if you are sure.

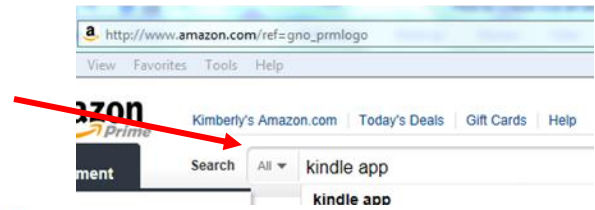


Click **Delete** to remove it from your device. The program will ask you if you are sure.

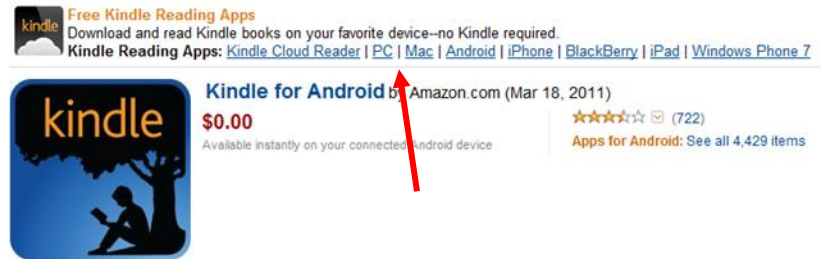


To set up your computer for Kindle format eBooks:

1) Go to Amazon.com. Type **Kindle app** in the search box. Press **Go** or click the recommendation from the list that appears.



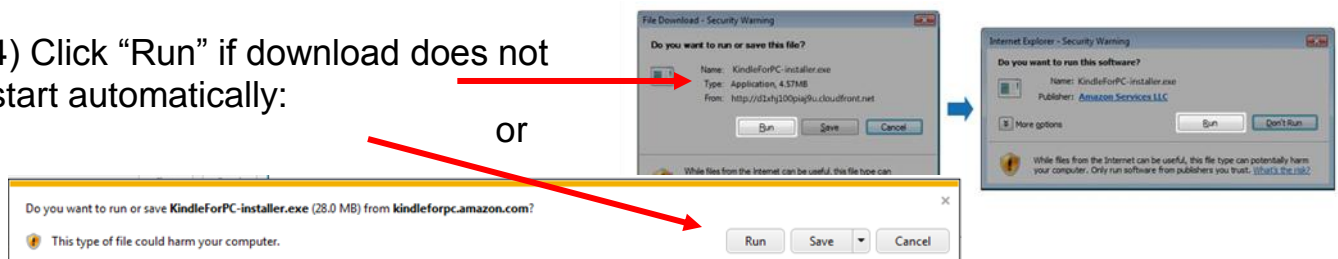
2) Select the proper app for your machine – **PC** or **Mac**:



3) Click **Download now** to start the download:



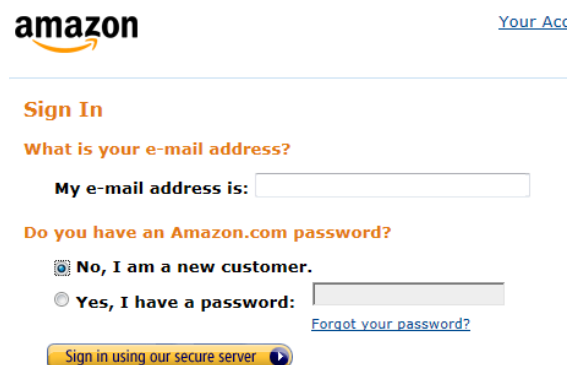
4) Click “Run” if download does not start automatically:



5) The program will install and put a Kindle icon on your desktop. It will open when it is finished installing.



6) You will need to sign in with the email and password you use for Amazon. If you need to set up an Amazon account, click **No, I am a new customer**.

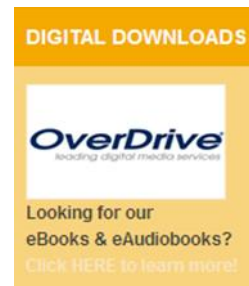


7) You may now select Kindle format eBooks from OverDrive.

To browse for Kindle Format eBooks:

1) Go to the Longview Public Library website at <http://www.LongviewLibrary.com>

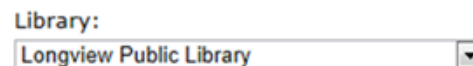
Click on the OverDrive icon box to go to the Longview Public Library's Overdrive site.



2) Click **Login** to sign in.



3) Click the triangle to [select library].
Select **Longview Public Library**.



4) Enter your **entire library card number** (without any spaces) and password then click **Sign In**.
(You must have an up-to-date library card with no fines to check-out.)

Longview Public Library
(If this is not your library, please [go back](#) and select again)

Library card number
2615000956568

PIN

....

Sign In

My Account

Select from the followin

- [My Cart](#) - Di
- [Lending Periods](#) - Si
- [fo](#)
- [My Checkouts](#) - Di
- [My Waiting List](#) - Di
- [Wish List](#) - Di
- [Rated Titles](#) - Di

5) The **My Account** page will open.

6) To search for a book, you may enter an author, title, or series name in the Quick Search box on the left.

powered by
OverDrive

Quick Search

all

☐ Library Collection

☒ Available Now

☐ Additional Titles

[Advanced search...](#)

Enter author or title or series name

Check this button to show only available titles

You can also do an advanced search to find all available Kindle format books.

Title:

Creator:

Keyword:

ISBN:

Format:

Publisher:

Subject:

Awards:

Date added to site:

Results per page:

Display: ☐ Library Collection ☒ Available Now ☐ Additional Titles

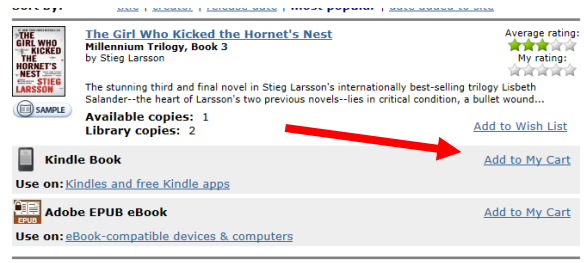
Put an asterisk in the Title box to find all titles.

Select Kindle Format.

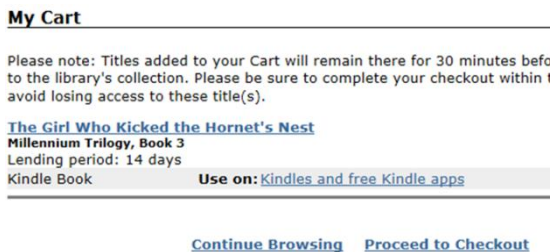
Click Available now.

7) You can sort the search results by Relevancy, Title, Author, Release Date, Most Popular or Date Added to Site.

8) To select a book, click **Add to My Cart**

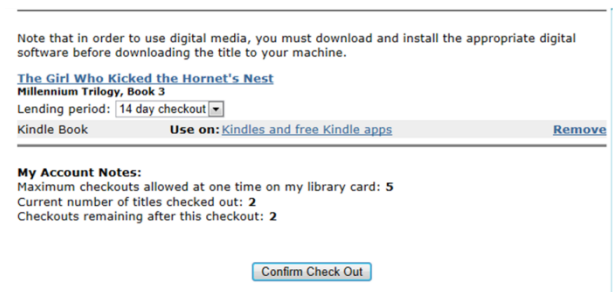


9) The default lending period is 14 days. Books automatically check back in. No overdues 😊. Click on **Proceed to Checkout**.



10) If you have changed your mind, click **Remove**.

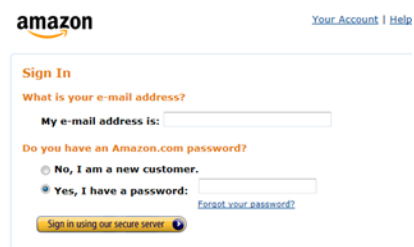
Click **Confirm Checkout**.



11) Click **Get for Kindle**.

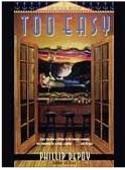


12) Amazon.com will open. **Sign in**. If you were not already signed into Amazon, you will need to go back to the OverDrive page and click **Get for Kindle** again to open the page with your selected book on Amazon.com.



13) Select your **Kindle for PC** for delivery of your title. Click on the yellow **Get Library Book** button. You may click the **Return Book** if you changed your mind about downloading the book.

Get Your Digital Library Loan



kindle.edition

[Too Easy \(Flap Tucker Mystery\) \[Kindle Edition\]](#)
[Phillip DePoy](#) (Author)

- Digital library books require an active Wi-Fi connection for wireless delivery to a Kindle device. Library books will not be delivered via your Kindle's 3G connection.
- Kindle automatically backs up all of your notes and highlights. If you choose to purchase the book at a later date from the Kindle Store or check it out again, all your notes and highlights will be preserved.

Expiration Date: September 27, 2012

You may end your Library Loan early by visiting [Manage Your Kindle](#) and choosing "Return This Book" or return the book now by clicking below.

[Return Book](#)

★★★★☆ (4 customer reviews)

You are signed in as [XXXXXXXXXX](#)
[Use a different Amazon account](#)

[Get library book](#)

Deliver to:
 Kimberly's Kindle for PC 2

[How does this work?](#)

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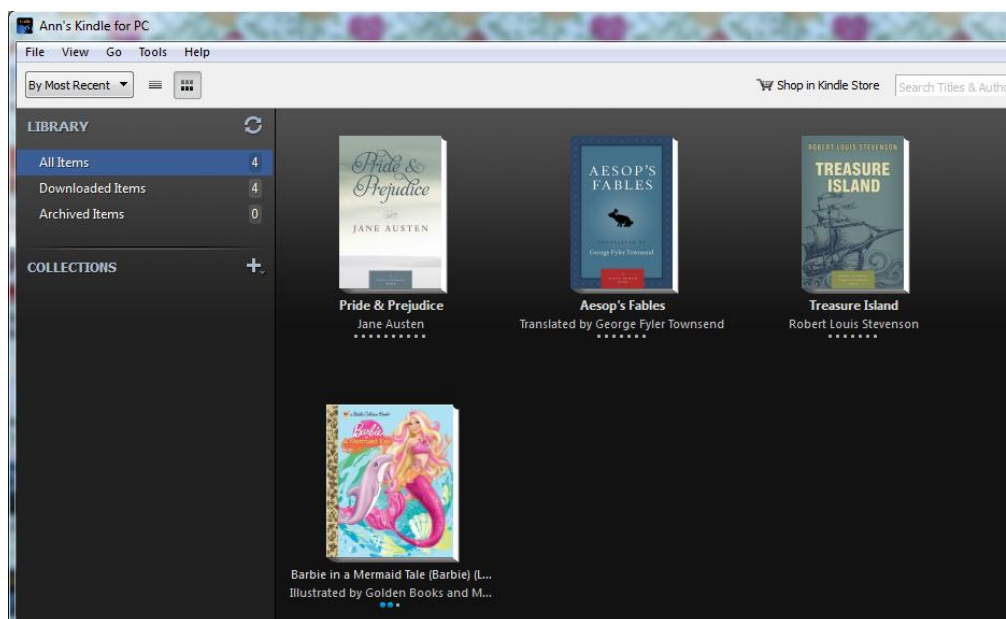
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